



Date Adopted: 5-18-2010
Date Revised: _____

Title: Principal Planner

FLSA: Exempt

General Purpose:

Under administrative direction of the Planning Manager, assists in directing, coordinating, and overseeing the activities and operations of the Planning Division including assigned section or project area; oversees and participates in the performance of a full range of complex, responsible, and varied professional, programmatic, administrative, and technical work in support of various City current and/or long range planning programs and projects and in the implementation of the City's general plan as well as related policies and regulations; serves as project manager over assigned major projects related to the development and implementation of land use and related City plans and policies including inter-departmental and inter-agency coordination, performing the most complex planning functions within the area of assignment; and provides information and assistance to applicants, developers, consultants, the general public, and outside agencies and organizations regarding City codes, policies, standards, and processes related to planning related matters.

Distinguishing Characteristics:

Incumbents at this level oversee an assigned section, functional work group, or large/complex project area and serve as project manager on the largest and most difficult planning projects, which includes responsibility for conceiving complex planning projects, developing analysis and work methods, and reviewing the daily work of subordinate professional and technical staff. Assignments are typically received in broad, outline form, and incumbents are expected to act independently in developing applicable resources and information. The Principal Planner is distinguished from the Senior Planner by greater complexity of the assignments, greater responsibility, experience and discretion required. It is further distinguished from the Planning Manager in that the former has direct management responsibility for all aspects of the Planning Division.

Supervision Exercise:

Provides technical guidance, training and supervision to assigned staff.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Responsible for evaluating the City's development review process, providing recommendations for improvement, and implementing adopted programs.

Reviews and analyzes applications for consideration by the City Council, Planning Commission, and the Community Development Director.

Performs complex, advanced and sensitive technical research and planning studies for the Planning Division of the Community Development Department.

Develops, prepares or directs the preparation of, and presents comprehensive reports, studies and development proposals.

Assists in the administration of the zoning, sign and parking regulations.

Provides direction to other professional and technical staff regarding the implementation of the California Environmental Quality Act (CEQA).

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Participates in planning, directing, coordinating, and reviewing the work plan for planning staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Oversees and participates in planning, coordinating, directing, and preparing complex projects and research studies including phases of the General Plan, Zoning Ordinance, and special studies; oversees and participates in the preparation of reports and analysis regarding land use, zoning, urban design, population trends, transportation, community needs, and industrial needs.

Recommends the use of land for residential, commercial, industrial, and community uses; oversees and participates in the review, development, revision, and maintenance of general plan elements, plans, zoning ordinances, and other policies and procedures.

Oversees and participates in the review and processing of various plans and applications for subdivision and commercial developments; collects and evaluates information related to the application process and determines conformity with laws, regulations, policies, and procedures; recommends approval or alternative approaches; conducts project site checks and field inspections.

Reviews ministerial permits, plans, and applications for conformance with the Dublin Municipal Code and approved projects.

Conducts plan checks and reviews; reviews plans and provides comments to determine conformity with City laws, regulations, and policies.

Prepares final resolutions, ordinances, environmental notices, plan approvals, and file cleanup after project completion; monitors conditions of approval after project completion for compliance.

Performs a wide range of duties in support of the Planning Commission as well as the City Council and other boards and commissions; oversees and coordinates preparation of meeting agendas for various commissions, boards, and community groups including reviewing draft materials and preparing comments; organizes meetings and work sessions; prepares public hearing notices ensuring timely notification of appropriate parties; prepares and presents staff reports and other presentations for the City Council, Planning Commission, and other commissions, boards, and community groups.

Serves as the liaison for assigned functions and projects of the Planning Division with other divisions, departments, and outside agencies; meets with developers, engineers, architects, and other project proponents to explain City policies, design issues, and City standards relating to new project development; negotiates and resolves sensitive and controversial issues; serves as technical advisor to City staff and officials, public agencies, and members of the public.

Act in the absence of the Planning Manager.

Performs related duties as required.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Minimum Qualifications:

Knowledge of:

Principles, practices, standards, information sources and trends in the fields of current and/or advance planning; local, state and federal laws applicable to planning, zoning, subdivision and environmental review.

Land use, physical design, demographics, environmental, social and economic concepts, including public and private financing and capital improvements.

Federal, state and local laws, regulations and court decisions relating to city planning, land use, zoning and the environment.

Application, modification, and interrelationships between ordinances, policies, standards, procedures, and practices associated with the planning function.

Computer technology and statistical analysis techniques related to municipal planning.

Local government organizations and the functions and practices of a municipal planning division.

General principles and practices of effective administration, budget preparation, goals and objectives development and work planning.

Methods and practices of community organization and citizen participation.

Supervisory principles and practices including training and evaluation.

Basic principles and practices of program development and administration.

Modern principles, practices, and techniques of current and advanced planning including land use, environmental policy analysis, natural resource management, municipal service deliver, physical design, landscape architecture, demographics, and economic and social concepts as applied to municipal planning.

Development review procedures and requirements.

Site planning and architectural design principles.

Pertinent federal, state, and local laws, codes, and regulations including laws underlying general plans, zoning and land divisions, and applicable environmental laws and regulations.

Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, and development.

Methods and techniques of effective technical report preparation and presentation.

Statistical methods and research techniques applicable to the preparation of municipal planning studies.

Methods and techniques of eliciting community participation in planning and development issues.

Modern office procedures, methods, and equipment including computers and supporting software applications.

Ability to:

Participate in the management of a comprehensive planning functional or program area such as current and/or advanced planning activities and projects.

Participate in the development and administration of program area goals, objectives, and procedures.

Oversee, direct, and coordinate the work of lower level staff; participate in selecting, supervising, training, and evaluating assigned staff.

Plan, organize, direct, coordinate, and evaluate the most complex and significant current and/or advanced planning programs, projects, events, and/or technical area.

Review and prepare ordinances, resolutions, and other legal documents.

Perform a full range of complex and difficult professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.

Organize and prioritize timelines and project schedules in an effective and timely manner.

Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.

Apply policies, procedures and standards pertaining to the municipal planning process.

Interpret maps, site and building plans and specifications, graphs and statistical data.

Interpret, analyze, apply, implement, and explain pertinent federal, state, and local laws, codes, and regulations including City codes and departmental policies and administrative directives.

Interpret planning and zoning programs to the general public.

Analyze and compile statistical and technical information.

Develop recommendations regarding the use of property.

Identify and respond to community and organizational issues, concerns, and needs.

Process the full range of development applications and coordinate necessary communication between staff, developer, and other agencies.

Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.

Prepare and analyze technical and administrative reports, statements, and correspondence.

Present technical data in verbal, written, graphic, and map form to City management staff and variety of boards and commissions.

Represent the City effectively in meetings with commissions, community groups, governmental bodies, the media and the public.

Exercise sound independent judgment within established guidelines.

Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Operate modern office equipment and computers including specialized computer applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to, bend and twist to reach files, walk and stand. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Training and Experience:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in city or regional planning, urban planning, or a closely related field. A Master's degree in a related field is highly desirable.

Experience: Four years of progressively responsible, professional level experience in current and advanced planning which includes at least one year of supervisory experience. Local government, large-scale development and planned growth management experience is highly desirable.

Training: Any recent training such as, academic courses and certification programs, which are relevant to this job classification.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

Special Requirements: Must have the willingness and ability to: work the hours necessary to accomplish the assigned duties, including evening and week-end hours; attend evening meetings; travel out of town and attend workshops, conferences, seminars during work and non-work hours.